

INTENT TO VACATE NOTICE

To the Management of Glenbrook Apartments:

This letter is to notify you that I _____, will be vacating Apartment # _____

On or before the _____ day of _____, 20____, realizing that the keys need

To be returned to the **office** no later than **noon.** _____ (initials)

I understand I am responsible for rent through _____, 20____.

I also understand I will be refunded my security deposit within **30 days** from check-out, minus the cost of any damages, replacements, or cost of cleaning apartment or carpeting, or any other items as provided for in the lease agreement.

Please contact the Glenbrook Apartments leasing office at least 24 hours in advance to schedule a check-out time. Inspections are scheduled Monday thru Friday from 9:30AM to 4:30PM.

All keys and pool tags must be returned at time of move-out, or a **\$35.00** charge for two sets of apartment keys, **\$25.00** charge for two mail box keys, and a **\$5.00** charge per pool tag.

I am vacating for the following reasons:

Phone #: Home #: _____ Work# _____

Resident's Signature: _____ Date: _____

Forwarding Address:

Glenbrook Apartments:

By: _____

Date: _____

<u>Office Use Only</u>	
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